

Resident Selection Plan

CHFA supports the owner's desire to select responsible residents and expects the Management Agent to exercise sound judgment in the selection process. The fact that an applicant qualifies does not mean he/she would be a suitable resident for the community. Management Agent should develop a written selection plan designed to select eligible and responsible residents. The plan should provide leasing instructions for staff and, should include but not be limited to the following topics:

1. Eligible Criteria

a. Select the program under which the development was financed. If other, explain.

- a. Section 221(d)(3)
- b. Section 236
- c. Section 8 very low
- d. Section 8 low income
- e. LIHTC
- f. Market rate
- g. Other

b. Include income and family size requirements of the specific program under which the development was financed, i.e. 80/20, 40/60.

c. Address other criteria, i.e., size of the unit; number of bedrooms, bedroom size, occupancy standards, etc.

d. Admission of children to housing for the elderly

e. Eligibility of single persons.

f. Eligibility for units made accessible under 504 of The Rehabilitation Act of 1973.

g. Preferences, fully explain what preferences are to be applied, i.e., worker preference, residency preferences.

3. Processing Resident Applications

a. Describe the procedures for accepting applications before and after completion of the development (for existing or proposed developments).

b. Provide methods and forms used to verify eligibility.

c. Application Fee amount

e. Describe procedures for holding apartments or offering apartments.

g. Are or will pets be allowed? If so, attach a copy of the pet fee and pet agreement.

4. Selection Criteria /Screening

a. Provide the methods to be used to select and screen residents and the drafts of any documents to be used in the leasing process.

b. Describe how and when non-selected or ineligible applicants will be notified.

- c. The Management Agent should consider the following factors when screening applicants and may establish other criteria not prohibited by federal or state statute, i.e. Fair Housing, etc.:

(Please check the boxes to indicate factors the Management Agent will consider)

- 1) Demonstrated ability to pay rent
- 2) History of Residency - comments from current and former landlords
- 3) Credit references – NOTE – Lack of a credit history (as opposed to a poor credit history) is not sufficient justification to reject an applicant.
- 4) Housekeeping habits (Home visits may be for the purpose of assessing housekeeping habits)
- 5) Criminal background check
- 6) Screening and Eviction for Drug Abuse and other Criminal Activity, Final Rule Issued October 29, 2002, HUD Notice H 2002-22. Follow this link to see a copy: https://www.hud.gov/program_offices/administration/hudclips/notices/hsg/02hsgnotices.
- 7) Admission and Occupancy Provisions of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) for Multifamily Housing Programs issued September 7, 2000, HUD Notice H 00-18. Follow the link above, click on housing, then on 2000, then on notice 18.
- 8) Units for disabled persons.
- 9) Accommodations for the disabled.
- 10) Consideration of extenuating circumstance in the screening process
- 11) Assistive Animals
- 12) Are reasonable accommodations required?
- 13) Preferences required by individual programs pursuant to state statute
- 14) Preference based upon HUD Regulations Preferences as required by state/local law.
- 15) Other requirements, if applicable. (Explain in detail what other requirements are.)

5. Fair Housing and Equal Opportunity

- a. The procedures established in the CHFA Management Agreement must be adhered to.
- b. Management Agents must comply with all federal, state, and local Fair Housing and Civil Rights laws.
- c. Discrimination is strictly prohibited.
- d. Describe marketing and outreach efforts.

6. Accessible Units

- a. Indicate the number of accessible units.

- b. Describe any specific marketing and/or outreach efforts.

7. Final Selection

- a. Explain in detail the method for final selection.

8. Rejecting Applicants

- a. Indicate reasons/grounds for rejection and how applicants will be notified.

- b. Possible reasons for rejection may include:

- 1) They fail to meet the eligibility requirements with regard to income.
- 2) They are ineligible for the housing program which applies to development that applicant applied to.
- 3) Household characteristics are not appropriate for the unit type available.
- 4) Family size is not appropriate for the unit available, however they may be placed on the waiting list for an appropriate-size unit.
- 5) Applicant does not satisfy resident selection criteria.
- 6) They are unable to disclose and document all Social Security numbers or execute a certification when numbers have not been assigned.
- 7) Applicant failed to sign and submit verification consents (i.e., HUD Forms 9887,9887a) and relevant individual verification consents.

9. Waiting List

- a. Explain how eligible applicants, who are not selected, are placed on a waiting list. Waiting lists for affordable units must be updated and submitted to CHFA if requested.

b. Eligible persons, currently residing in market rate units, will be given priority for affordable units if they qualify.

c. Please describe how often the waiting list is updated and outline the procedure followed when an update is requested.

NOTE: For Subsidized Tenant Selection Plan, please refer to HUD Handbook 4350.3 for guidance in establishing a Tenant Selection Plan. Any additions or deletions to the tenant selection plan must be submitted to the Asset Manager for review and acceptance.